

Address Confidentiality Program



Jason Kander • Secretary Of State

PARTICIPANT NEWSLETTER

VOL. 9, July 2014

In This Issue

Summer and fall can bring new experiences for you and your children. In this issue, you will find information that will help keep your confidential address secure when encountering these events.

- Registering for School
- Moving to a New Location
- When Dependent Become Adults
- Voter Registration

Just a Reminder

The *Safe at Home* office will be closed and participant mail will not be forwarded on the following state holidays:

- Independence Day (July 4)
- Labor Day (Sept. 1)
- Columbus Day (Oct. 13)
- Veterans Day (Nov. 11)

Registering for School

Registering for school can be an exciting time for you or your children. As you prepare for school, remember to utilize your *Safe at Home* substitute address when completing enrollment documents. Public schools are required to accept your *Safe at Home* substitute address in place of your confidential address. If an employee asks you to verify your home address:

- explain that you are a participant in an address confidentiality program administered through the secretary of state's office;
- show your authorization card;
- ask the employee to contact the *Safe at Home* program for residency verification information; and
- refrain from disclosing your confidential address. If you voluntarily provide your home address to the school, it might not remain confidential.



It is possible that the employee has not enrolled a *Safe at Home* student before and is not familiar with this process. *Safe at Home* program staff can help explain the program and the residency verification process. Please note that *Safe at Home* will explain the process by telephone, but official requests for address verification must be made in writing by the school.

Moving to a New Location

When moving to a new location, you must contact *Safe at Home* to let us know of your new address within 10 business days. Failure to notify *Safe at Home* of any changes may result in cancellation of participation in the program. All changes must be submitted in writing and must include your signature. Address changes can be received by mail or by fax. Your information can be faxed to (573) 522-1525 or mailed to *Safe at Home*, PO Box 1409, Jefferson City, MO 65102.

If you are moving out of Missouri, contact us as soon as possible. The Missouri *Safe at Home* program only serves Missouri residents, but your new state of residence might have its own address confidentiality program. Visit our website or call us to find out if your new state of residence also has this kind of service available. We will continue to forward your mail for 30 days while you transition to your new location out of state.

Turning 17: When Dependents Become Adults

As a participant in *Safe at Home*, we recognize the security of the address of your dependents is an essential aspect of your comprehensive safety plan. As your dependents reach adulthood, it is important for them to have their own *Safe at Home* record with their own authorization card and number. Dependents age 16 years and younger may be listed on your file to ensure the forwarding of mail addressed to them. When your dependents reach 17 years of age, they are encouraged to have their own account unless they are considered to be incapacitated by a mental or physical disability.

The registration process for them is similar to the procedure you initially went through to enroll in *Safe at Home*, but the forms may be processed through the mail and do not require the signature of an Application Assistant. When the time approaches for your dependent to enroll individually, you may contact *Safe at Home* and we will mail the appropriate paperwork.

Additionally, if at any time you add dependents to your household, please contact *Safe at Home* as soon as possible to ensure we have the most current information about your household.

Voter Registration



Participating in an address confidentiality program does not disqualify you from the opportunity to register to vote. You can register to vote without disclosing your confidential address by using the *Safe at Home* program.

If you did not opt to register to vote during your registration with our program and wish to register in the future, the following information will be useful to you when you decide to register for this feature with *Safe at Home*.

To begin the voter registration application process through *Safe at Home*, you must contact our office to request a Missouri Voter Registration Application. Once you have returned a properly completed voter registration application to the *Safe at Home* office, you will receive a voter code and a new authorization card with the voter code printed on it. *Safe at Home* will contact your local election authority with specific instructions for handling your voter record. Local election authorities will use the voter code and substitute address in place of your real name and confidential address. In addition to your new *Safe at Home* authorization card, your local election authority will also send you a voter identification card. When you go to a polling place to vote, you will need to bring your *Safe at Home* authorization card and voter identification card to verify your voter registration. Please keep in mind that if you register to vote through any other agency, your confidential address might not be protected and could become public record.

Additionally, as elections occur periodically throughout the year, there are deadlines for registering to vote before an election. Here are some important deadlines for 2014:

- To vote in the August 5th primary, you will need to register to vote by July 9th.
- To vote in the November 4th general election, you will need to register to vote by October 8th.

Registering to vote with *Safe at Home* does yield a somewhat different process than directly registering with your local election authority, so our office must receive the properly completed voter registration application no later than these dates.

Safe at Home
www.MoSafeAtHome.com

P.O. Box 1409
Jefferson City, MO 65102

Phone: (866) 509-1409
Fax: (573) 522-1525

Email:
SafeAtHome@sos.mo.gov